

FILE CONTROL SHEET

25 August 1947

DATE

SUBJECT: Preparation of a Special Information Portfolio for the Dir. of C.I.

INDEXED: 25 August

IS ACTION COMPLETE: yes - A & M will follow-up

IF FOLLOW-UP IS NECESSARY,  
HAS NOTE BEEN PLACED IN  
SUSPENSE FILE: \_\_\_\_\_

(1319)

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director for C & D  
and All Branch Chiefs

DATE: 25 August 1947

FROM : Assistant Director for C & D

SUBJECT: Preparation of a Special Information Portfolio for the Director of Central Intelligence

1. The Personnel Management Branch of the Executive Office has undertaken to prepare a special information portfolio for the Director's desk which will make available to him at all times up-to-date information and charts to show the past achievements and current operational loads of the various offices of CIG.

2. [ ] have been assigned by Administration and Management to explore the possibilities within each office and prepare a Mock-up portfolio for submission to the Director for approval.

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3. [ ] have been authorized to visit each of the OCD Branch Chiefs for detailed discussion of office work loads in order to arrive at the most desirable graphic and descriptive means of briefly portraying the office work. Each Branch Chief will cooperate to the fullest extent in this project. A preliminary discussion has been held in the Assistant Director's office, and the proposed nature of presentation has been approved by the Assistant Director.

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4. Upon completion of the analysis with the Branch Chiefs, [ ] will present their final accomplishments to the Assistant Director, OCD, for concurrence prior to final submission to the Director of Central Intelligence.

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[ ]

C. W. Olsen  
Captain, U.S.N.  
Assistant Director for  
Collection and Dissemination

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